

# 15 Enter a SAR - Pharmacy

## **Introduction to Enter a SAR - Pharmacy**

The step-by-step instructions to “Enter a SAR” with a pharmacy as the service provider for drugs requiring specific authorization is described in this section.

Only “Drugs that Require Specific Authorization” need to be individually authorized. All other drugs are allowed to be billed using the physician or Special Care Center authorizations (excluding medical supplies).

NOTE: Drugs that have been end-dated or have a TAR indicator of ‘2’ (not payable) should never be authorized.

## **Objectives**

At the completion of this section, you will be able to:

- Enter a SAR with a pharmacy as the service provider
- Authorize NDC codes
- “Submitting” the SAR for validation

## 15.1 Find the Client

### Notes

1. Access Service Authorization Request by clicking the “Authorization” link.

California Home [CDHS Home](#) [CDHS Comments](#) [CDHS Search](#) [CDHS Organization](#) Tuesday, March 23, 2004

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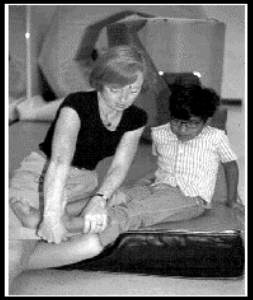
## Children's Medical Services

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**Welcome To CMS NET...**

Good evening LAVORRA! You last signed on today at 17:46.

## Notes

2. Enter search criteria in the “By Client” area:
3. Click the “Search” button.

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**Search - Service Authorization**

**BY CLIENT**

CCS Number

2463624

Date of Birth

Mon

Day

Year

Client Index Number

SSN

Client Name

Gender

Select

Legal County

Select

**BY PROVIDER**

☐ Hospital / Medical Provider
 ☐ Special Care Centers
 ☐ Dental Provider

Provider Name

find ▶

Service Begin Date

Mon

Day

Year

SAR Status

Select

Provider ID

find ▶

Service End Date

Mon

Day

Year

**BY SAR NUMBER**

SAR Number

Step 3

Search

Clear

*You may search for the client by CCS Number.*

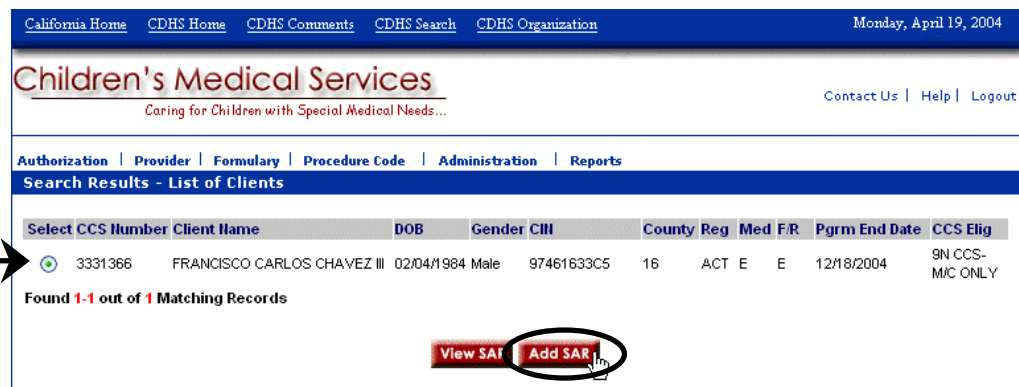


This search is similar to the one performed in CMS Net (character-based system).

Field descriptions are provided in CMS Net Web Online Help.

## Notes

4. Click the “Select” radio button for the desired client. If an exact match is found, the option button will be pre-selected.
5. Then click the “Add SAR” button.



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**Search Results - List of Clients**

Select	CCS Number	Client Name	DOB	Gender	CIIN	County	Reg	Med	F/R	Pgrm End Date	CCS Elig
<input checked="" type="radio"/>	3331366	FRANCISCO CARLOS CHAVEZ III	02/04/1984	Male	97461633C5	16	ACT	E	E	12/18/2004	SN CCS-MIC ONLY

Found 1-1 out of 1 Matching Records

[View SAR](#) [Add SAR](#)



If the client is not listed, click the “Authorization” link located above the blue banner to return to the Search SAR page.

Field descriptions are provided in CMS Net Web Online Help.

## 15.2 Select a Provider for the SAR

*This example will demonstrate how to select a medical physician for a SAR.*

1. Click the “Hospital/Medical Provider” radio button.
2. Enter provider search information.
3. Click the “Search” button.

The screenshot shows the 'Search - Providers' form with the following fields and annotations:

- Search Category:** Radio buttons for 'Hospital / Medical Provider' (selected), 'Special Care Centers', and 'Dental Provider'. A yellow box with '2.' points to this section.
- Provider Name:** Text input field containing 'longs'. A yellow box with '3.' points to this field.
- Specialty/Allied Health:** Dropdown menu with 'Select'.
- Special Care Center Type:** Dropdown menu with 'Select'.
- County:** Dropdown menu with 'Riverside'.
- Provider Type:** Dropdown menu with 'PHARMACIES/PHARMACISTS' selected. A yellow box with '3.' points to this field.
- Provider ID:** Text input field.
- Search and Clear buttons:** Red buttons at the bottom. A yellow box with '3.' points to the 'Search' button.

A red circle highlights the 'Search' button. A note at the bottom left states: 'Field descriptions are provided in CMS Net Web Online Help.'

### Notes

*You may search for the provider by Name.*

Provider ID for hospital or medical providers is 9 characters. At least 8 characters must be entered.

Enter provider name. Partial searches are permitted.

Search results can be narrowed to Pharmacies/Pharmacists by using the “Provider Type” “drop-down.

4. Click on the link (blue underlined name of your selection).
5. You may view additional matches on the next page by:  
Clicking the "Next Records" link OR clicking the "Prev Records" link.

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### List of Providers

Provider Name	Provider ID	Status	Service Address	County	Paneled
<a href="#">LONGS DRUG STORE #153</a>	PHA208730	Active	42370 BOB HOPE DR,RANCHO MIRAGE,CA,92270-4469	Riverside	
<a href="#">LONGS DRUG STORE #183</a>	PHA220090	Active	3055 W FLORIDA AVE,HEMET,CA,92545-3617	Riverside	
<a href="#">LONGS DRUG STORE #224</a>	PHA325490	Active	25070 ALESSANDRO BLVD,MORENO VALLEY,CA,92553-4313	Riverside	
<a href="#">LONGS DRUG STORE #283</a>	PHA357060	Active	3440 LA SIERRA AVE,RIVERSIDE,CA,92503-5204	Riverside	
<a href="#">LONGS DRUG STORE #301</a>	PHA365870	Active	30640 RANCHO CALIFORNIA,TEMECULA,CA,92591-3290	Riverside	
<a href="#">LONGS DRUG STORE #501</a>	PHA444310	Active	110 E STETSON AVE,HEMET,CA,92543-7139	Riverside	
<a href="#">LONGS DRUG STORE #502</a>	PHA444300	Active	43418 FLORIDA AVE,HEMET,CA,92544-5219	Riverside	
<a href="#">LONGS DRUG STORE CA INC</a>	PHA465490	Active	23791 WASHINGTON AVENUE,MURRIETA,CA,92562-8999	Riverside	
<a href="#">LONGS DRUG STORE, #83</a>	PHA176560	Active	1785 E PALM CANYON DR,PALM SPRINGS,CA,92264-1614	Riverside	
<a href="#">LONGS DRUG STORES CA INC</a>	PHA456960	Active	40365 WINCHESTER RD,TEMECULA,CA,92591-5520	Riverside	
<a href="#">LONGS DRUG STORES CA INC</a>	PHA464770	Active	49980 JEFFERSON ST,INDIO,CA,92201-9720	Riverside	
<a href="#">LONGS DRUG STORES NQ 7</a>	PHA172200	Active	2325 E FLORIDA AVE,HEMET,CA,92544-4753	Riverside	

1-12 out of 12 matching records

Provider Name \*

Address 1 \*

City \*

State \*

☒ Medical / Hospital ☐ Special Care Centers ☐ Dental

Address 2

County \*

Zip \*

[Continue](#) [Clear](#)



SARs will not be issued to group providers, such as Group Certified Family/ Pediatric Nurse Practitioners, Physicians Groups, Group Optometrists, Medicare Crossover Provider Only, and Group Respiratory Care Practitioners.

Field descriptions are provided in CMS Net Web Online Help.

## 15.3 Enter SAR Information

1. Enter SAR Information
2. Click the “Add Services” button.

### Notes

Authorization | Provider | Formulary | Procedure Code | Administration | Reports

### Enter SAR

**FRANCISCO CARLOS CHAVEZ III, 3331366**

Required fields are marked in \*

#### CLIENT INFORMATION

<b>Client Name:</b>	FRANCISCO CARLOS CHAVEZ III	<b>F/R Elig:</b>	ELIGIBLE	<b>Reg Status:</b>	ACTIVE
<b>CCS Number:</b>	3331366	<b>Med Elig Status:</b>	ELIGIBLE	<b>Application Status:</b>	SIGNED APP
<b>Date of Birth:</b>	02/04/1984	<b>Diagnostic Only:</b>	NO	<b>PSA Status:</b>	SIGNED
<b>CIH:</b>	97461633C5	<b>CCS Elig Status:</b>	9N CCS-MAC ONLY	<b>Program Begin Date:</b>	12/18/2002
<b>Gender:</b>	MALE	<b>County:</b>	KINGS	<b>Program End Date:</b>	12/18/2004

#### PROVIDER INFORMATION

<b>Provider Name:</b>	LONGS DRUG STORES NO 73	<b>Provider Number:</b>	PHA172200
<b>Address:</b>	2325 E FLORIDA AVE,HEMET,CA,92544-4753	<b>County:</b>	Riverside

#### SAR INFORMATION

SAR Number: \_\_\_\_\_ SAR Status: \_\_\_\_\_

Service Begin Date \* Jul 1 2004 Service End Date Sep 1 2004

Service Request Date \* Jun 30 2004 Number of Days: \_\_\_\_\_

EPDST-SS ☐ Category: Select

CCS SS ☐ State Approved ☐ Yes ☐ No

State Funded ☐

Primary Diagnosis\* 745.4 VENTRICULAR SEPTAL DEFECT **find >**

Secondary Diagnosis: \_\_\_\_\_ **find >**

#### SERVICE CODE INFORMATION

Remove	Service Code	Modifier Type	Alternate Code	Service Description	Alternate Description	Units	Quantity/Amount
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#### SPECIAL INSTRUCTIONS

\_\_\_\_\_

**Add Services** **Submit** **Undo**

Enter SAR  
Information



### Keep in Mind:

CMS Net Web does not allow users to enter a SAR that has a service begin date before 7/1/2004.

Field descriptions are provided in CMS Net Web Online Help.

## 15.4 Search for Services

1. Click the “Drugs Requiring Specific Authorization” radio button.
2. Enter search criteria for drugs requiring specific authorization.
3. Click the “Search” button.

Authorization | Provider | Formulary | Procedure Code | Administration | Reports

Search - Service Code

☐ PROCEDURE CODE

Service Code

Description

☐ SERVICE GROUPING

Service Group

Description

☒ DRUGS REQUIRING SPECIFIC AUTHORIZATION

NDC

Generic Drug Name

Label Drug Name

☐ MEDICAL SUPPLIES

Medical Supply Code

Generic Name

Label Name

### Notes

*In this example, we will associate Nutropin to the SAR.*

Certain drugs such as Factor are not allowed to be authorized with a NDC. Factor codes are listed as a medical procedure code. For example J7190.

Only pharmacy provider types may be issued a SAR with an NDC (Drugs Requiring Specific Authorization)

- ‘24’ Pharmacy/ Pharmacists

### Search Tips:



Searching by a “NDC” will return matches that *start with* whatever you type in that field.

*Example for NDC Field: “5024200”*

*Returns the following matches: “50242001501,” “50242001502,” and “50242001966” among others.*

Example of searching by Generic Name:

- Somatropin
- Palivizumab

Example of searching by Label Name:

- Nutropin
- Synagis



Searching by a “Label Drug Name,” returns matches that *contain* whatever you type in that field.

*Example for Label Drug Name: “Nutropin”*

*Returns the following matches: “Nutropin 10 MG Vial,” “Nutropin 5 MG Vial,” and “Nutropin AQ 5MG/ML Vial” among others.*



## 15.5 Select Services

1. Check the appropriate service code(s) for the SAR. If an exact match is found, the option button will be pre-selected.
2. Click the “Continue” button.

Authorization | Provider | Formulary | Procedure Code | Administration | Reports

**Search - Select Services**

Select	Service Code	Type	Service Description
<input type="checkbox"/>	50242001819		NUTROPIN 10MG VIAL
<input type="checkbox"/>	50242001820		NUTROPIN 10MG VIAL
<input type="checkbox"/>	50242001966		NUTROPIN 5MG VIAL
<input checked="" type="checkbox"/>	50242002067		NUTROPIN 10MG VIAL
<input type="checkbox"/>	50242002219		NUTROPIN AQ 5MG/ML VIAL
<input type="checkbox"/>	50242002308		NUTROPIN AQ 5MG/ML VIAL
<input type="checkbox"/>	50242002608		NUTROPIN AQ 5MG/ML VIAL
<input type="checkbox"/>	50242003249		NUTROPIN 5MG VIAL
<input type="checkbox"/>	50242003450		NUTROPIN 10MG VIAL
<input type="checkbox"/>	50242007201		NUTROPIN 5MG VIAL
<input type="checkbox"/>	50242007202		NUTROPIN 5MG VIAL
<input type="checkbox"/>	50242011411		NUTROPIN AQ 5MG/ML VIAL
<input type="checkbox"/>	50242001821		NUTROPIN 10MG VIAL
<input type="checkbox"/>	50242001902		NUTROPIN 5MG VIAL
<input type="checkbox"/>	50242002020		NUTROPIN 10MG VIAL
<input type="checkbox"/>	50242002220		NUTROPIN AQ 5MG/ML VIAL
<input type="checkbox"/>	50242003235		NUTROPIN DEPOT 13.5MG KIT
<input type="checkbox"/>	50242003441		NUTROPIN DEPOT 18MG KIT
<input type="checkbox"/>	50242003654		NUTROPIN DEPOT 22.5MG KIT
<input type="checkbox"/>	50242004314		NUTROPIN AQ PEN CARTRIDGE
<input type="checkbox"/>	50242007203		NUTROPIN 5MG VIAL

Found 1-21 out of 21 Matching Records

NDC Code

Back Continue

Field descriptions are provided in CMS Net Web Online Help.

## Notes

Users with SAR-OVERRIDE, Regional Office Administrator, or State Administrator security access will see this “NDC” field where the user can manually add a prescription to the SAR.

**NOTE: Manually entering a NDC will pay at the Brand Name price, which is different than the drug billed on the physician or Special Care Center SAR. (generic price).**

Manually entered NDC may be combined with NDC from the Drugs that Require Specific Authorization.

## 15.6 Specify Service Code Information

- For each service code that appears on the SAR:
  - Check the "Remove" indicator if the service code was entered erroneously.
  - Enter Units. Required entry: The total number of times a procedure or service is requested. For drug codes: Enter the total number of times the authorized quantity is requested (for example, a units of "3" would be the original plus two refills).
  - Enter Quantity. Only for NDC drug or medical supply codes. Enter the total number of tablets, capsules, volume of liquid (in mls) or quantity of ointments/creams (in grams).
  - Enter Amount (only for EPSDT-SS SARs when the price is not on the procedure master file. This field is available to only those with access to update EPSDT-SS SARs.)

Authorization | Provider | Formulary | Procedure Code | Administration | Reports

### Enter SAR

FRANCISCO CARLOS CHAVEZ III, 3331366

Required fields are marked in \*

#### CLIENT INFORMATION

<b>Client Name:</b> FRANCISCO CARLOS CHAVEZ III	<b>F/R Elig:</b> ELIGIBLE	<b>Reg Status:</b> ACTIVE
<b>CCS Number:</b> 3331366	<b>Med Elig Status:</b> ELIGIBLE	<b>Application Status:</b> SIGNED APP
<b>Date of Birth:</b> 02/04/1984	<b>Diagnostic Only:</b> NO	<b>PSA Status:</b> SIGNED
<b>CIN:</b> 97461633C5	<b>CCS Elig Status:</b> 9N CCS-MIC ONLY	<b>Program Begin Date:</b> 12/18/2002
<b>Gender:</b> MALE	<b>County:</b> KINGS	<b>Program End Date:</b> 12/18/2004

#### PROVIDER INFORMATION

<b>Provider Name:</b> LONGS DRUG STORES NO 73	<b>Provider Number:</b> PHA172200
<b>Address:</b> 2325 E FLORIDA AVE,HEMET,CA,92544-4753	<b>County:</b> Riverside

#### SAR INFORMATION

SAR Number: \_\_\_\_\_ SAR Status: \_\_\_\_\_

Service Begin Date: Jul 1 2004 Service End Date: Sep 1 2004

Service Request Date: Jun 30 2004 Number of Days: \_\_\_\_\_

EPSDT-SS: ☐ Category: Select

CCS SS: ☐ State Approved: ☐ Yes ☐ No

State Funded: ☐

Primary Diagnosis: 745.4 VENTRICULAR SEPTAL DEFECT **find**

Secondary Diagnosis: \_\_\_\_\_ **find**

#### SERVICE CODE INFORMATION

Remove	Service Code	Modifier	Type	Alternate Code	Service Description	Alternate Description	Units	Quantity	Amount
<input type="checkbox"/>	50242001820	Select			NUTROPIN 10MG VIAL		2	1	

#### SPECIAL INSTRUCTIONS

\_\_\_\_\_

**Add Services** **Submit** **Undo**

### Notes

*Example: 2 refills of Nutropin with 1 vial (10 MG each).*

**Quantity:** Quantity = 1 for one vial of medication.

**Units:** Units = 2 for the total number of fills allowed, including the original dispensing.

Field descriptions are provided in CMS Net Web Online Help.

## 15.7 Click “Submit” to Complete SAR Entry

Notes

1. Perform one of the following actions:

- Click the “**Submit**” button to save the SAR; the SAR is ready for authorization. The status of the SAR will be “Pending.” The user will be taken to the Narrative.
- Click the “**Undo**” button to exit from the SAR Entry page. The SAR will not be saved.

Authorization	Provider	Formulary	Procedure Code	Administration	Reports				
<b>Enter SAR</b>									
<b>FRANCISCO CARLOS CHAVEZ III, 3331366</b>									
Required fields are marked in *									
<b>CLIENT INFORMATION</b>									
<b>Client Name:</b>	FRANCISCO CARLOS CHAVEZ III	<b>F/R Elig:</b>	ELIGIBLE	<b>Reg Status:</b>	ACTIVE				
<b>CCS Number:</b>	3331366	<b>Med Elig Status:</b>	ELIGIBLE	<b>Application Status:</b>	SIGNED APP				
<b>Date of Birth:</b>	02/04/1984	<b>Diagnostic Only:</b>	NO	<b>PSA Status:</b>	SIGNED				
<b>CIN:</b>	97461633C5	<b>CCS Elig Status:</b>	9N CCS-M/C ONLY	<b>Program Begin Date:</b>	12/18/2002				
<b>Gender:</b>	MALE	<b>County:</b>	KINGS	<b>Program End Date:</b>	12/18/2004				
<b>PROVIDER INFORMATION</b>									
<b>Provider Name:</b>	LONGS DRUG STORES NO 73			<b>Provider Number:</b>	PHA172200				
<b>Address:</b>	2325 E FLORIDA AVE,HEMET,CA,92544-4753			<b>County:</b>	Riverside				
<b>SAR INFORMATION</b>									
SAR Number		SAR Status							
Service Begin Date *	Jul 1 2004	Service End Date	Sep 1 2004						
Service Request Date *	Jun 30 2004	Number of Days							
EPDST-SS	<input type="checkbox"/>	Category	Select						
CCS SS	<input type="checkbox"/>	State Approved	<input type="radio"/> Yes <input type="radio"/> No						
State Funded	<input type="checkbox"/>								
Primary Diagnosis*	745.4 VENTRICULAR SEPTAL DEFECT		<b>find &gt;</b>						
Secondary Diagnosis			<b>find &gt;</b>						
<b>SERVICE CODE INFORMATION</b>									
Remove	Service Code	Modifier	Type	Alternate Code	Service Description	Alternate Description	Units	Quantity	Amount
<input type="checkbox"/>	50242001820	Select			NUTROPIN 10MG VIAL		2	1	
<b>SPECIAL INSTRUCTIONS</b>									
<div></div>									
<b>Add Services</b> <b>Submit</b> <b>Undo</b>									

Field descriptions are provided in CMS Net Web Online Help.